

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ
2019ರ ಜನವರಿ / ಫೆಬ್ರವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **J**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್
ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 14. 02. 2019]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬಳಿಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 12-30 ರವರೆಗೆ]

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಪ್ರವೇಶಪತ್ರದಲ್ಲಿ ನಿಗದಿಪಡಿಸಿರುವ ತಂಡ ಹಾಗೂ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ತಂಡವನ್ನು ತಾಳೆ ನೋಡಿಕೊಳ್ಳುವುದು.
2. ನಿಮಗೆ ನಿಗದಿಪಡಿಸಿರುವ ಗಣಕಯಂತ್ರವನ್ನು ಮಾತ್ರ ಉಪಯೋಗಿಸತಕ್ಕದು.
3. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಸಿಡಿ, ಪೆನ್‌ಡ್ರೈವ್, ಲ್ಯಾಪ್‌ಟಾಪ್ ಮುಂತಾದ ಬಳಕೆಯನ್ನು ನಿಷೇಧಿಸಲಾಗಿದೆ.
4. ತಂಡ ಬದಲಾವಣೆಗೆ ಅವಕಾಶವಿಲ್ಲ.
5. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಶಿಸ್ತಿನಿಂದ ನಡೆದುಕೊಳ್ಳುವುದು.

Computer Examinations, January/February-2019
OFFICE AUTOMATION
PRACTICAL EXAMINATIONS

Time : 2 hours]

[Max. Marks : 100

Instructions to the Candidates :

1. Create a new folder on the desktop.
2. Name your Folder by your Register Number.
3. Save all your files into your folder.

Note : Answer all the 4 questions.

Q. No. 1.

25

Type the following passage with Font Face: "Time New Roman" and Font Size: 13.

Word Processing

Word processing software is used to manipulate a text document, such as a resume or a report. You typically enter text by typing, and the software provides tools for copying, deleting and various types of formatting. Some of the functions of word processing software include :

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar.

Word processing includes a number of tools to format your pages. For example, you can organize your text into columns, add page numbers, insert illustrations, etc.

Word Processing Software

There are a number of different word processing applications. One of the most widely used ones is Word, which is part of Microsoft Office. Another widely used one is WordPerfect by the Corel Corporation. A third one is Writer, which is part of OpenOffice by Apache. While the first two are commercial software, OpenOffice is open source and can be downloaded and used free of charge. Finally, there is Pages, which is part of iWork by Apple.

Do the following:

1. Type the given passage. 10
2. Format Heading with Font Face: "Algerian", Font Size: 28, Font Colour: "Red", Alignment: "Centre". 2
3. Set a custom Page size of width: 7.5" and Height: 10.5" and Margins with Top, Bottom, Left: 1" and Right: 0.5". 2
4. Capitalize and Bold the Subheading "Word Processing Software". 1
5. Add Header: "Word Processing" and Footer: "Your Register Number". 2
6. Change the Numbering style from Bullets to Numbering. 1

7. Insert a Callout shape before Subheading with Text: "Word Processing" and wrap text: "Through". 2
 8. Apply Dropcap of 4 lines for first paragraph letter with Font Colour: "Pink". 2
 9. Justify the paragraphs and set Line spacing: 1.5 pt. 1
 10. Make the 4th point as the last point. 1
 11. Correct the spelling and grammatical mistakes in your document. 1
- Q. No. 2. 25

Prepare the following Table in Excel:

NAGARATHAN EDUCATION ACADEMY
MANGALORE

Name of the Employee	Designation	Basic Salary	DA 48%	HRA 16%	CCA 8%	ESI 5%	PF 12%	GROSS SALARY	DEDUCTION	NET SALARY
AKANKSHA	Principal	50000								
ZEENATH	Professor	40512								
AMIR	Assistant Professor	35000								
SAMSUN	Senior Lecturer	25557								
ROOPA	Lecturer	15000								
VINISHA	Faculty	12000								
BALU	Attender	10000								
NAGAVENI	Lecturer	18000								
VASANTH	Peon	8000								
RAMESH	Clerk	12000								

1. Enter the given details. 10
2. Calculate: DA, HRA, CCA, ESI, PF as per the percentage given & also calculate GROSS SALARY, DEDUCTION, NET SALARY. 8
3. Increase Row Height: 30. 1
4. Insert a Column before "Name of the Employee" with column name "Sl. No." and add Serial Number. 1
5. Change Sheet Tab Colour to "Green". 1
6. Centre Align the Heading with Font Face "Arial Black" and Font Size: 20. 2
7. Apply borders and Format your table. 2

Q. No. 3.

25

Design an attractive presentation using the following data :**Slide 1 :**

CHALLENGES FACED BY INDIAN RAILWAYS

- Overcrowding, low frequency and lack of universal design
- Lack of financial resources
- Low per capita income : 23 per cent of Indian urban population living in poverty.

Slide 2 :

- Extremely low fares: Due to 70% (as per the Census 2011) of Indian population living in rural area
- Misuse of Coach for Disabled.

Slide 3 :

Provisions for people with disability in India

- Indian Railways has extended a considerably large concession on the ticket for the disabled travellers.

Slide 4 :

- The Indian Railways have provided a separate compartment for the disabled passengers at the end of the train next to the guard van.

Apply Custom Animation, Slide Transition and set the Timings for the slides.

Q. No. 4.

25

Create a Company by name Sajitha.

5

Create the necessary Ledgers and journalize the following transactions:

- | | |
|---|---|
| 1. Sajitha commenced business with cash Rs. 6,00,000. | 2 |
| 2. Deposited into Karnataka Bank Rs. 1,00,000. | 2 |
| 3. Bought goods from Priya Rs. 28,000. | 2 |
| 4. Paid Postage Rs. 1,200. | 2 |
| 5. Paid for Petrol Expense Rs. 3,500 to Krishna, Accounts Department, Bangalore Branch. | 4 |
| 6. Received Interest from Lokesh Rs. 12,000. | 2 |
| 7. Outstanding Repairs Rs. 5,300. | 2 |
| 8. Bought Plant and Machinery from Rashmi Enterprise Rs. 1,25,000. | 2 |
| 9. Paid for Lorry hire Rs. 9,800. | 2 |